

## **SSOW 019– Trailer and Free-standing IBC Fuel Bowser Inspections and Testing in line with ADR regulations.**

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<b>Scope of Activity:</b>	This Safe System of Work covers the general requirements to be followed in order that required ADR inspections and testing on mobile IBC units are completed in line with regulation at customer locations throughout the UK and Republic of Ireland.
<b>Applicable Risk Assessment:</b>	RA 019 - Trailer and Free-standing IBC Fuel Bowser Inspections and Testing in line with ADR regulations.
<b>Hazards Expected:</b>	As identified in the applicable risk assessment.
<b>Mandatory PPE:</b>	Overalls Safety boots Nitrile gloves Safety glasses High visibility clothing (vest as minimum)
<b>Additional PPE (as required):</b>	Hearing protection Rigger gloves (handling heavy components) Neoprene gloves (if work completed inside of tank) Bump cap (if working in area/ position with poor head clearance) Hard hat (as identified by site requirements/ required by task) Dust mask in areas where fumes is present. (EN149:2001 FFP2) Waterproof jacket and trousers (when working in wet conditions)
<b>Resources:</b>	Competent engineer (s) Service vehicle Hand tools Power tools (within current PAT test) Minimum 25lt air compressor Measuring tools (within current Calibration test) Lifting equipment (within current Thorough Examination) Barrier tape (as required) First aid kit Fire extinguisher Spill kit

### **Manning:**

Field service engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Senior / Regional Business Manager who in turn reports to the Regional Engineering Director.

Engineers will take full responsibility for:

- Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- Establishing with the customer and working in a safe area and environment;
- Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- Familiarising themselves with the equipment operator and maintenance manuals;

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- e) Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual.

### **Safe Working Method:**

- Upon arriving on site, you must sign in at security entrance and/ reception area and make contact with the appropriate customer site contact;
- Ensure that any necessary inductions, permits-to-work or similar have been completed and are in date;
- Establish what first aid arrangements are available on site and the steps to take in the event of a fire;
- Establish with the customer if there are any particular hazards you need to be aware of and what PPE will be required in the work area;
- In conjunction with the customer, you must then agree a suitable work area, ensuring:
  - There is sufficient space to remove/ replace parts and carry out all tasks required;
  - The area is safe and free from any hazards (work with customer to eliminate any hazards, if you are unhappy with the area in any way contact line manager before proceeding);
  - There are no sources of heat or ignition in the vicinity due to fuels (smoking, Hot Work Activities, etc.);
  - The area is suitably separate from customer employees/ activities (create a cordoned area where required);
  - The ground is firm, level and of suitable load bearing capacity for the equipment/ task;
  - The area is not in close proximity to a drain or underground/ overhead services (e.g. gas, electricity);
  - There are fire exits available nearby;
- If you are in a lone working situation, ensure you follow the companies lone working procedures;
- You must position your service vehicles in close proximity to the work area in order to limit the need to carry tools, parts or equipment over unnecessary distances;
- Isolate equipment following manufacturer's instructions, ensuring as a minimum:
  - For IBC pressure testing and Internal inspections, units must be empty, if not contact customer to comply with requirements before proceeding;
  - For Battery/ Powered Equipment – Key switch is isolated, keys removed and kept on engineer's person, battery is disconnected, and all components are suitably discharged;
- Ensure a do-not-use tag is fitted to the equipment in a prominent place and is not removed until work is finished;
- Complete test following training;
- Ensure that sufficient air hose is used to ensure a safe working distance from the IBC and relieve pressure from any pressurised systems prior to removal of test equipment;
  - Ensure the equipment is in a suitable location that is free from any drains, pits or other areas below ground level where fuels could gather;
  - Ensure there is no sources of heat or ignition in the area that could ignite escaped fuel;
  - Mobile phone should be left in Service Vehicle during activity;

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- Ensure you have all the correct PPE on to protect against fuel oils, including Neoprene gloves & goggles;
  - Isolate the equipment electrically as needed;
  - Disconnect any other components slowly whilst remaining alert for any leakage;
  - Ensure all components are fully reconnected and tightened;
  - Test for leaks around any areas where components were disconnected or connected.
- Complete necessary maintenance and repairs in conjunction with training and following manufacturer's maintenance manual;
  - If any part of the task involves any of the following high risk activities ensure the specific risk assessment and safe system of work are followed:
    - Working at height;
    - Lifting operations;
    - Working at the roadside;
    - Work on or near water;
  - Hot Work must not be undertaken under any circumstance (welding, heating, cutting, grinding, etc.)
  - If the task requires you to undertake any other high-risk activity other than the abovementioned you must contact your line manager before proceeding;
  - If any accidents, incidents or near misses occur ensure you contact and inform your line manager and the customer contact immediately;
  - Ensure you take note of any Safety Gains noticed and highlight them via the Safety Gain process. If the Safety Gain relates to the customer or their activities, ensure you make them aware it before leaving site;
  - If a spillage occurs stop the spill at source, prevent it from spreading using spill booms and absorb the liquid using spill pads, granules or similar. If spillage occurs near drain, ensure a drain cover is put in place if available or protect the drain with spill booms. For larger spills call for assistance from customer. Once spill has been attended to ensure you contact and inform your line manager and the customer contact;
  - All waste generated during task must be segregated into suitable containers and disposed of in a Forkway approved waste station;
  - Once work is complete ensure an operational test is completed to ensure all parts of equipment, including any safety devices, are working as they should. Ensure equipment is in neutral with park brakes applied before attempting to start.
  - Once finished complete job sheet, associated record card and stamp the IBC plate with date of test;
  - Complete a final check of the work area to ensure no residues, waste, parts or tools etc. have been left behind;
  - Take job sheet to the customer and have it signed. Ensure you make the status of the equipment clear to the customer when getting the job sheet signed;
  - Close of any permits-to-work or similar, sign out at security entrance and/ reception area as necessary and leave via the designated exit.